

SHA BETTONS JULY 2001 | VOL 9 ISSUE 2

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Job Fair Fares Well By Evan Gerberding



Nearly 4,000 jobseekers and 60 public and private sector agencies participated in SPB's Los Angeles Career Fair on June 7, 2001, at the California Science Center in Los Angeles. This year, SPB partnered with Senator Kevin Murray to expand the number of opportunities and promote public service employment to the

citizens of the Los Angeles area. Other co-sponsors included Employment Development Department, CalPERS and Housing and Community Development.

In conjunction with the Career Fair, SPB conducted a file-in-person examination for its entry-level clerical classifications of Office Assistant (Typing) and (General). Approximately 1,500 people tested for the Office Assistant classifications. Results of the examination are expected in about 2 weeks.

Other activities included on-site seminars on a variety of employment related subjects, Internet access to the SPB Web site and Internet exams, typing proficiency tests and Key Data Operator computer-based examinations.

New Classifications LEAPing Toward You

By Sandra Estrada

The SPB is pleased to be announcing that during the 2001/2002 fiscal year we will be adding and testing for the following new classes under LEAP:

- Accounting Technician Assistant Information Systems Analyst
- Office Technician (General) Office Technician (Typing) Staff Services Analyst

As of March 31, 2001, the representation of persons with disabilities within state government was 7.2%. The ability to add these new classifications stem from the fact that disabled representation in state government should be 11.4%.

The addition of these new servicewide classes to LEAP should assist departments in implementing and achieving their plan to remedy any underutilization of persons with disabilities.

Be sure and check the SPB Web site in July at http://www.spb.ca.gov to obtain the full list of upcoming LEAP examinations. If you have any questions, please call Sandra Estrada at (916) 653-1262, TDD (916) 653-1498 or sestrada@spb.ca.gov. ■

State Personnel Board 801 Capitol Mall Sacramento, CA 95814 (916) 653-1701 www.spb.ca.gov

SPB Offers the Bilingual Oral Fluency Examination

By Juana Lopez-Rodriguez

The Bilingual Services Program (BSP) has begun offering the bilingual oral fluency examination in Spanish, Chinese (Mandarin) and Tagalog (Filipino). The bilingual oral fluency examination is intended for staff who use their oral skills to assist members of the general public who speak little or no English, who are seeking services from their department.

The exam is designed to measure skills in vocabulary, pronunciation, grammar, comprehension, and communication. The exam only measures the employee's ability to converse in the target language. The request to test a candidate for the bilingual oral fluency exam must be sent to the BSP by authorized personnel who have been contacted by a hiring manager who has a potential candidate for a bilingual position, and/or a manager who has designated a position as being bilingual and has an employee currently performing the bilingual duties. Since the announcement that SPB would be administering the exams, the BSP has administered the exam for various departments and has received numerous calls from other departments ready to schedule their employees for the exam. Testing is conducted over the telephone and the cost is \$95.00 per candidate. The BSP will:

- Schedule the exam
- Secure a site to give the exam
- Provide two chairpersons
- Prepare panel package
- Record the exam

- Send the letter to the candidate and manager
- Key entry of results
- Ancillary costs such as travel, etc.

Departments may fax or mail the memo request to the BSP by the 15th of the month in order to be scheduled for the last week of the month. For example, if the BSP receives a request on July 12th, the exam will be scheduled for July 29th or July 30th. Otherwise, any request that is received after the 15th of the month will be scheduled for testing the last week of the following month.

If you have staff that you would like tested in another language other than the ones mentioned above, please let us know. The BSP will work with you to obtain testing for your bilingual employees. The contact for the bilingual oral fluency exams is:

Eduardo Tarifa e-mail: etarifa@spb.ca.gov (916) 653-7178 phone (916) 651-9016 fax

We would like to extend our appreciation to all of the departments that were able to assist other departments in administering the bilingual oral fluency exam to their staff. ■

POLICY DIVISION

By Carol Ong

The Policy Division was recently established in March 2000. The Division provides technical guidance, consultative services, as well as oversight to State departments through its Quality Assurance, Policy Consultation, Policy Development, and Special Projects Units. It serves as a personnel resource to departments in order to provide a more effective and efficient State civil service system.



Policy Division Contact Information

Division Chief (916) 653-0818

Policy Development Contracts (916) 653-1717

Regulations (916) 654-0842

Demonstration Projects (916) 653-1397

Policy Consultation General (916) 653-1827

Illegal Appointments (916) 653-1529

Quality Assurance (916) 657-2654

Medical Office (916) 653-0790

Psychological Screening (916) 653-1258

Whom Should I Contact?

Subject	Contact Person	Phone	E-Mail
Access to Item Bank or Exam Library	Mare Tennison	654-5844	mtennison@spb.ca.gov
Access to On-Line Cert/Exam & Exam Service	Rosemarie Lopez	653-7178	rlopez-rodriguez@spb.ca.gov
Appeals Information		653-0544	
Bilingual Services	Juana Lopez- Rodriguez	653-1721	jlopez-rodriguez@spb.ca.gov
CEA Allocations, Non-hearing Board Calendar, Resolutions	Pat Embly	657-2389	pembly@spb.ca.gov
CEA Examination Recordings	Irene Riego	653-1705	iriego@spb.ca.gov
Civil Rights Office	Ted Edwards	653-1276	tedwards@spb.ca.gov
Civil Service Reform & Demonstration Projects	Carol Ong (interim)	653-1397	cong@spb.ca.gov
Contracts	Jerry Donel	653-1717	jdonel@spb.ca.gov
Data Processing access & Scanning Services	Victor Mendoza	653-6234	vmendoza@spb.ca.gov
Employment Center	Irene Riego	653-1705	iriego@spb.ca.gov
Exam Policy, List usage, Cert, Demotions, Separations, Probation Periods, Reemployment, Reinstatements, Transfers, Veterans Points	Rosie Jauregui	653-1827	rjauregui@spb.ca.gov
Goals & Timetables, LEAP, ADA	Sandra Estrada	653-1262	sestrada@spb.ca.gov
Illegal Appointments	Daphne Baldwin	653-1529	dbaldwin@spb.ca.gov
Internet Recruitment & Testing	Linda MacCracken	653-0560	lmaccracken@spb.ca.gov
Miscellaneous appointments, Layoff, and Status Issues	Rosie Jauregui	653-1827	rjauregui@spb.ca.gov
On-Line Printer Problems	Gary Janney	653-1733	gjanney@spb.ca.gov
Policy & Selection Manuals Orders & Subscriptions	Janice Langford	657-2654	jlangford@spb.ca.gov
Rulemaking	Vacant	654-7233	
Pre-employment Drug Testing	Rosie Jauregui	653-1827	rjauregui@spb.ca.gov
Psychological Screening	Sue Lupinetti (Temporarily)	653-1258	slupinetti@spb.ca.gov
Quality Assurance	Martha Esmael	657-2654	mesmael@spb.ca.gov
Registration for On-Line Cert/Exam Training	Vacant	653-1502	
Registration for Technical Training	Karen Pack	653-2085	kpack@spb.ca.gov
Reimbursable Exam Services	Daisy McKenzie	653-1232	dmckenzie@spb.ca.gov
Technical Training Program	Bill Groome	653-1597	bgroome@spb.ca.gov
Test Validation & Construction	Vacant	654-1672	

SPB Legislative Update

By Judy Balmain



The Board has taken positions on the following legislation. Here is a brief summary of State Personnel Board-

related bills currently before the Legislature in 2001.

AB 651 (Horton) Neutral

Requires that the Department of Personnel Administration and the State Personnel Board conduct a review of, and develop an alternative retirement category for employees who have regular contact with forensic clients/inmates at institutions or facilities that would provide additional retirement compensation commensurate with added employment risk.

AB 619 (Wayne) Oppose

Requires that a state employee appointed to any state scientist class on or after 1/1/02, at a minimum, have a 4-year degree in a scientist discipline from an accredited university. The bill would also: (a) grandfather in scientific employees appointed prior to the effective date of the bill; and (b) permit the provisions of this bill to be superceded by an MOU for Bargaining Unit 10.

AB 805 (Shelley) Support

(Held in Assembly Appropriations Committee) Requires a state agency that maintains a Web site to provide a link to any available translated material. The bill also requires state agencies that maintain a Web site to include, at a minimum in Spanish and Chinese, basic information on the services provided by that agency.

SB 413 (Speier) Support

This bill amends several statutes that provide protection to state employees who report improper governmental activities. It will clean up conflicting and/or confusing provisions and will provide a mechanism to make it easier to hold individuals accountable for engaging in improper governmental activities. It will provide the same level of protection and remedies for individuals, who contend they have been retaliated against for reporting discrimination, as that afforded to individuals who report improper governmental activities.

SB 987 (Escutia) Support if amended

This bill will amend the Dymally-Alatorre Bilingual (Act) to clarify and strengthen the Act's enforcement language. It revises the criteria by which a "substantial number" of non-English speaking people is defined. The bill will improve access to critical government services for non-English speaking clients.

SB 1006 (Soto) Support

(Held in Senate Appropriations Committee)

Board Sponsored

Establishes a program to reimburse new and incumbent state employees for college expenses. The program would be a recruitment incentive to attract college students and graduates into state service in jobs where recruitment is difficult. The bill requires that reimbursement for these expenses be made from existing departmental training funds. In exchange for reimbursement of educational expenses, new and/or incumbent state employees would agree to serve a predetermined period of state employment.

SB 1161 (Polanco) Support

This bill will implement recommendations from the "Report to the Governor on Outreach Options," which was compiled by the Governors Diversity Taskforce. It includes establishment of a state policy on dissemination of examinations and employment information; requires each agency and department to take steps to ensure that selection practices are fair, objective, based on merit, and free from unlawful discrimination; revise information that is required to be reported to SPB on stated employment goals; requires SPB to report to the Governor and the Legislature on the accomplishments of each state agency and department in meeting its stated affirmative action goals.

Precedential Decision No. 01-01

By Elizabeth Stein



Appellant, an Artist Facilitator, complained that the air in the art studio in which she worked aggravated her asthma, making it impossible for her to work in the studio. Eventually, appellant left work on medical leave, refusing to return to the art studio. The department sent appellant an "options" letter and stated that if she were unable to work in her present position, she would be medically demoted and

would be sent a list of vacant positions from which to choose. Appellant filed a formal request for reasonable accommodation in response to the options letter, asking that she be allowed to work from a satellite office away from the studio or, alternatively, that the art studio be relocated. The Department ultimately denied her request for reasonable accommodation. Several months later, the department demoted appellant without sending her a list of vacant positions as promised or discussing possible vacant positions with her. Appellant did not like the position to which she was demoted and refused to report for duty. She has remained off-duty on medical leave ever since.

The Board determined that appellant was disabled under California law and granted, in part, her appeal from denial of reasonable accommodation. While the Board determined that appellant was not entitled to either of the accommodations requested, the department was required to continue to engage appellant in an interactive process and failed to do so. The Board directed the department to engage appellant in an interactive process to determine if she can otherwise be reasonably accommodated. The Board also granted appellant's appeal from medical demotion, concluding that the statute permitting state agencies to medically demote, transfer or terminate an employee similarly requires a department to engage in an interactive process prior to taking a medical action. This decision underscores the vital importance of an interactive process between employer and employee whenever an employee's medical condition is at issue in the workplace.

Evidentiary Hearing Process Seminar

By Bruce Monfross

On May 18, 2001, Bruce Monfross, Staff Counsel of the SPB conducted an all day seminar concerning the manner in which evidentiary hearings are conducted before SPB Administrative Law Judges (ALJs).

The seminar was designed for attorneys who are unfamiliar with SPB administrative hearings, and for non-attorneys who represent either employees or employers in hearings before SPB ALJs.

Topics covered included SPB hearing statutes and rules, the discovery process, rules of evidence, introduction and admission of evidence, examination of witnesses, and opening and closing statements or briefs. The seminar also reviewed the manner in which hearings are conducted before the five-member Board, and the review process for Board decisions.

SPB Law Book Goes Online

By Steve Unger and Andrea Willits

The SPB will soon have the 2001 Law Book on-line. Hard copies of the Law Book will be replaced by the on-line version, accessible by all through the SPB Web site, www.spb.ca.gov.

The on-line Law Book will be very user-friendly with links from the table of contents to the laws. At the heading of each law page is a link to any corresponding rule(s). There are also links to the laws and rules through the index.

Previously, SPB has used a buy-back system for unused law books stored in the DGS warehouse. Our new process will eliminate the need to have DGS print and update hard copies. This will not only save money, but will also expedite yearly updates and even intra-year updates for significant urgent statutes.

TV&C Corner



TV&C Welcomes New Staff Member...

TV&C is pleased to announce the addition of its newest staff member, Nicole Vaillancourt. Nicole is completing her Master's degree in Psychology at California State University, Sacramento. Prior to joining TV&C, Nicole worked for Cooperative Personnel Services, where she specialized in employment and licensure testing. Please join us in welcoming Nicole!

FREE Training Available...

TV& C is available to provide complimentary training on a variety of topics such as recruiting, conducting hiring interviews, and interpreting SPB's bottom line hiring report. Contact Mike Willihnganz for more information about available topics.

Getting Technical with TV&C...

TV& C continues to offer its publication series for selection analysts and assessment professionals – Getting Technical with TV& C...The goal of Getting Technical is to discuss and explain some of the more technical aspects of assessment and measurement in an understandable and practical manner. Previous topics have included Standard Scores, Multiple Choice Exams, and Item Analysis Data. The latest edition of Getting Technical provides an introduction to the development and use of supplemental applications. This FREE publication is available in hard-copy format by contacting any member of TV& C, or via the TV& C webpage. The next issue of Getting Technical will be released this Fall.

Upcoming Professional Development Opportunities...

The American Psychological Association will hold its annual conference August 24-28 in San Francisco. Further information about this conference can be obtained by visiting www.apa.org/convention/, or by contacting Candy Won at (202) 336-6020. Western Region Intergovernmental Personnel Assessment Council (WRIPAC) will hold its next meeting and training seminars September 12-14 in Bass Lake, CA. Mike Willihnganz can be contacted for more information about this event.

TV& C staff continue to be available to assist you with a variety of testing and selection topics, so if you have questions, concerns, or issues with which we can assist, please don't hesitate to call upon us – we are only a phone call or e-mail message away!

Mike Willihnganz (916) 654-1672 mwillihnganz@spb.ca.gov

Shelley Langan (916) 654-8538 slangan@spb.ca.gov

Jessica Valdez (916) 653-1143 jvaldez@spb.ca.gov

Mabel Miramon (916) 654-1401 mmiramon@spb.ca.gov

Nicole Vaillancort (916) 651-8974 nvaillancourt@spb.ca.gov

Robin Bogdanich (916) 654-6341 rbogdanich@spb.ca.gov

Hilary Tuttle (916) 651-6690 htuttle@spb.ca.gov

TV&C webpage address: http://www.spb.ca.gov/tvchome.htm

Congratulations from TV&C!

Looking back to the March issue of Shared Solutions, TV&C would like to thank its Testing Essentials Crossword Puzzle players. Congratulations to the following winners of the Testing Essentials Crossword Puzzle:

Terese Carter

State Compensation Insurance Fund winner of one SPB training course

Karen Coffee

California Youth Authority winner of a Getting Technical with TV&C...binder stocked with every issue in this TV&C publication series

Continuing in our tradition, TV&C has come up with another puzzle for your gaming pleasure. See the last page of this issue of Shared Solutions to find our latest puzzle – and, good luck!



Bigger and Better Testing Center

By Scott Crouch

The relocation and expansion of the State Personnel Board's Sacramento Testing Center are now complete. The new address is 670 J Street (corner of 7th and J Streets). We are now able to accommodate 59 candidates per session, up from the previous 21 per session. Currently, OA testing is conducted on Monday, Wednesday and Friday. Staff Services Analyst testing is conducted on Tuesday and Thursday. Applicants apply and schedule their testing appointment via the Internet at www.spb.ca.gov/examstart.

Test Talk

A Professional Development Program



The Test
Validation and
Construction
(TV&C) Unit continues to offer
TestTalk, a program of lunch

hour drop-in sessions and half-day seminars providing testing professionals with opportunities to expand their testing expertise, share ideas, and network with other testing professionals. For the next TestTalk session, scheduled for July 18th, TV&C will team up with SPB's Quality Assurance Unit to discuss the roles of each unit, as well as the services each unit provides to assist departments in developing sound selection processes. All TestTalk sessions are FREE, and the following TestTalk topics remain on the 2001 schedule.

All TestTalk sessions are held at the State Personnel Board, 801 Capitol Mall, Room 150. No registration is necessary to attend any of the sessions – simply join us! For more information on this exciting program, contact Mike Willihnganz at (916) 654-1672 or by e-mail at mwillihnganz@spb.ca.gov. ■

Month TestTalk 2001 Topics July 18 "TV&C and QA: Available Services to Help Improve Your Selection Program" September 12 "Writing Skills Assessment: Principles and Approaches" Half-Day Seminar ❖ 8:30am to Noon ❖ FREE! November 12 "Recruiting and Retaining Gen Xers"

User Groups By Gina McCann

We have completed the April/May On-Line User group meetings. Meetings were held in Sacramento, San Francisco and Costa Mesa (southern California). Out of these successful meetings, we gathered some wonderful ideas and have already implemented a few of the requests.

Table B in the On-Line Exam and Certification System, which houses Department Code and Agency name, address, and phone number, used to require SPB intervention to make a change to the Agency's name, address or phone number. The table has now been revised to allow departments to update their own information associated with their agency code.

We have always had the capability of printing out more than one set of contact letters for certification job inquiries, however, the system was set up to print one set and then the other set. Now we have updated the system to allow it to print out these contact letters already collated. The Ropes report that holds these contact letters is the CLTR report. Please contact your SPB technician to have this report added to your printer.

On-Line Training By Gina McCann



Training dates have been set through the month of December 2001 however, they are always

subject to change. Prerequisites have been established to ensure that a course would be beneficial to an attendee. The prerequisites for taking an On-line Training course are:

- 1) you have your own SCO Log On ID for the On-line system,
- 2) have utilized the system for a minimum of 6 months.

If you are interested in registering for an on-line training course or placing your name on a waiting list for a course, please contact our online scheduling coordinator, at (916) 653-1517. ■

The current On-line class schedule is as follows:

July	18-20 23-27	Cert Class Exam Class				
August	15-17	Cert Class				
September	12-14 24-28	Cert Class Exam Class				
October	10-12 22-26	Cert Class Exam Class				
November	14-16 26-30	Cert Class Exam Class				
December	No Cert Class No Exam Class					

Lunchtime Seminars 2001 By Jim Likes

The State Personnel Board presents a series of lunchtime seminars that serve as a guide to understanding the process of finding employment with the State of California. These one-hour seminars are for any job seeker, whether you're a first-time applicant for a State job, or a current employee looking to move up the corporate ladder. Each seminar zeroes in on specific techniques including qualifying for civil service examinations, preparing for the examination and mastering the interview process.

The seminars are presented in a user-friendly, non-bureaucratic manner by technical experts from within the State Personnel Board's Examination Services Unit. Seminar leaders are experienced in all aspects of the civil service exam process and can assist attendees in navigating the steps of the State examination process.

Date	Course
July 27	How to Prepare for an Interview
August 10 24	All About the Limited Examination & Appointment Program (LEAP) How to Get a State Job, Read an Exam Bulletin & Complete a State Application
September 7 21	How to Prepare a Resume How to Prepare for an Interview
October 5	All About the Limited Examination & Appointment Program (LEAP) How to Get a State Job, Read an Exam Bulletin & Complete a State Application
November 2 16 29	How to Prepare a Resume How to Prepare for an Interview All About the Limited Examination & Appointment Program (LEAP)
December 14	How to Get a State Job, Read an Exam Bulletin & Complete a State Application

Lunchtime seminars are available to the public Fridays at the State Personnel Board.

For more information, call 916-653-1701.

COST - \$5.00 MATERIALS FEE

(To cover cost of handouts)
Payable in cash only
No pre-registration is necessary

News from the Technical Training Program

By Bill Groome

The Technical Training Program would like to congratulate the Spring graduates of the Selection Analyst Training Program. The following individuals will receive their Certified Selection Analyst plagues at the State Personnel Board meeting on July 10, 2001: Al Anquoe, Chuente Rhym, Eric Buckle, Gladys Huerta, Kathleen Crawford, Kathy Khan, Linda McGuire, Lisa D. John, Liz Morrison, Lorna Wilson, Mary Jo Schall, Michele Ullery, Munda Vences, Nisha Patel, Shirley Fong, Sue Westerfeld, Teresa Wilson, and Valerie A. Kimura. Once again the Technical Training Program is offering the Selection Analyst Training Program (Fall 2001 series) in Sacramento. We have made some changes. We are dropping the class "Overview of Selection Principles and Systems" and replacing it with the "Chairing Interview Examinations" class. Additionally, we have added two new half-day classes, "Legal Selection: What is it and Why do we Need it?" and "Marketing the Value of a Sound Selection System." These two new classes will join our other two "supplementary" classes, "Developing and

Using Low-Fidelity Simulation Exams" and "Utilizing Subject Matter Experts: Harnessing the Power of SMEs."

We have added two newly developed classes from the SPB Legal staff in the area of Personnel Actions: "Medical Actions" and "SPB Hearing Process." Both of these classes were packed for their first offerings, so sign up early for these and any other classes you would like to attend.

The new Schedule of Classes for July 1, 2001 – June 30, 2002, is posted on the Web site at http://www.spb.ca.gov/spbtrain/. If you prefer to have a hard-copy of the new Schedule of Classes, please contact us at the numbers listed in this article.

After a long and thorough search I am pleased to announce that Karen Pack has joined the Technical Training Program staff. Karen has quickly learned the essential functions of the job and she will help us in our efforts to provide quality service to our customers.

Your suggestions and comments regarding the Technical Training Program are always welcome. To let us know how we can best meet your training needs, contact Bill Groome at (916) 653-1597 or Karen Pack at (916) 653-2085, TDD (916) 654-6336, Profs TS1A(PBWRG) or at our E-mail address ttp@spb.ca.gov.

To register for upcoming classes please complete an SPB-46 Program Registration form. The form is downloadable from the Web site in both Microsoft Word format and Adobe Acrobat format at http://www.spb.ca.gov/spbtrain/register.htm or call us and we will FAX a blank form to you. FAX your completed Program Registration form to (916) 657-2502, and we will schedule you. We look forward to seeing you in one of our classes. ■



Questions, comments or suggestions about *Shared Solutions* can be directed to:

Evan Gerberding

Phone: (916) 657-2904

E-mail: egerberding@spb.ca.gov



Warm Weather Tips Save Energy and Money for Your Business

Running a successful business means making every dollar count, and cutting back on unnecessary energy use is an easy way to keep your hard-earned money working for you. This guide is designed to help you target your energy-saving efforts for maximum value and impact.

The savings numbers are based on your total summer electric bill. Equipment mentioned must be electric powered for estimates to be accurate.

Fast and Free

Here are some suggestions you can put to work in minutes, and at absolutely no cost to you.

Turn up your thermostat

Set your thermostat to 78 degrees or higher. (Save: 2% per degree above the old setting)

Eliminate wasted energy

Close window blinds to shade interior spaces from direct sunlight.
 (Save: 2%)

 Put your computer, monitor, and printer on sleep mode when not in use. (Save: 0.5%)

 Turn off lights in unoccupied rooms. (Save: 1-2%)

 Keep exterior and freight doors closed as much as possible. (Save: up to 2%)

 Perform scheduled maintenance on air-conditioning units including cleaning condenser coils, replacing air filters, and checking ducts and pipe insulation for damage. (Save: 2-5%) • Encourage employees to be energy conscious.

Optimize food service equipment

- Fully load cooking equipment in order to use energy more efficiently. (Save: 1%)
- Turn off backup fryers and ovens during low production periods. (Save: 1%)
- Make sure oven doors fit tightly and gaskets are in good condition. (Save: 0.5%)

Inexpensive Energy Solutions

Make a quick trip to your local hardware store to purchase inexpensive energy saving tools and equipment.

Provide the right light levels

Use bi-level switches to reduce lighting to the necessary light level. If workstations are equipped with task lighting, consider disconnecting unnecessary lamps and fluorescent ballasts. Be sure to maintain safe lighting conditions. (Save: up to 15%)

Choose Energy Star® Lighting Products

Replace incandescent light bulbs with Energy Star® compact fluorescent light bulbs. (Save: up to 10%)

Install a programmable thermostat

Lowering your air conditioning when you are closed will avoid unnecessary cooling costs. (Save: 1-4%)

11

Good Energy Saving Investments

Planning to do some remodeling soon? When you are ready to replace equipment, consider these energy efficiency suggestions.

Buy energy-efficient equipment

When purchasing computers, monitors, printers, fax machines and copiers, choose Energy Star® models that "power down" after a user-specified period of inactivity. (Save: 0.5%)

Reduce your lighting costs

- Retrofit T12 lights and magnetic ballasts. (Save: 10-15%)
- Retrofit incandescent light bulbs with compact fluorescent lights. (Save: 1-5%)
- Remove excess fluorescent lamps. (Save: up to 8%)
- Install automatic room lighting controls to turn lights on or off, depending on occupancy or time of day. (Save 1-3%)

 Retrofit incandescent or fluorescent exit signs with long-lasting, lowenergy LED exit signs. (Save 0.2%)

Improve the efficiency of your cooling and ventilation systems

- Replace old package air conditioning systems with Energy Star® units, which are 20 to 30 percent more efficient than older models. (Save: 2-8%)
- Install an energy management system to better control heating, ventilation, air conditioning equipment and lighting. (Save: 2-8%)
- Rewire restroom fans to operate with the lights. (Save: up to 0.5%)
- Install ceiling fans, which will enable you to raise the thermostat setting up to four degrees while maintaining the same comfort level. (Save: up to 5%)
- Install reflective window film, solar screens or awnings on south and west facing windows. (Save: up to 5%)

- Install an air conditioning economizer to bring in outside air when cool outside. (Save: up to 5%)
- When replacing roofing, install Energy Star® reflective roofing materials. (Save: 1-8%)

Tune up your refrigeration units

- Adjust door latches and replace worn door gaskets. (Save: 0.5%)
- Use insulated night covers on display cases. (Save: 1%)
- Install automatic door-closers and strip curtains on walk-in freezers or coolers. (Save: up to 1%)

Choose efficient food service equipment

Purchase insulated cooking equipment whenever possible (e.g., fryers, ovens, coffee machines).
 (Save: up to 1%)

Check out www.flexyourpower.ca.gov for more information.

Welcome to the Board ...



11/00 Robert Rodriguez – New to State Service

12/00 Alfred C. Lawrence – New to State Service 1/01 Robin Bogdanich – From General Services

1/01 Robin Bogdanich – From General Services

Julia Shelmire – From Department of Corrections

4/01 Nicole Vaillancourt – From Cooperative Personnel Services

So Long To...

Maureen Abbott – Transferred to Contractors State License Board Linda Brooks – Transferred to Contractors State License Board Karen Cohen – Transferred to Forestry and Fire Protection Leah Myers – Transferred to Employment Development Department Steve Unger – Transferred to Department of Corrections

TV&C Word Search

TV& C presents its latest puzzle which tests your eye for identifying testing-related terms. The terms to look for are listed below the following grid. Complete the word search by locating and circling all of the words in the grid below. Words may appear forward or backward, and horizontally, vertically, or diagonally. Submit your completed puzzle to TV& C to be entered in a drawing to win one of our fabulous prizes, again selected especially for you by the TV& C staff. All winners will be selected randomly from the pool of correct entries.

Υ	Τ	ı	L	ı	В	Α	ı	L	Ε	R	Μ	1	D	Ρ	W	Q	U	Ε	S	Ε
Τ	ı	R	Μ	Ε	Н	F	T	Υ	Α	T	D	Ε		R	Τ	1	Τ	Χ	Τ	M
I	Н	0	J	Κ	L	C	Ε	Μ	Ν	0	R	Р	S	0	R	Α	I	L	ı	R
L	Α	D	٧	Ε	R	S	Ε	1	М	Р	Α	C	T	Μ	0	K	S	Α	Τ	L
I	V	Ε	Н	Υ	Н	R	0	W	R	1	L	Н	R	٧	Τ	В	М	J	Ε	U
Τ	R	Α	Р	В	G	Р	Ν	J	0	В	Α	Ν	Α	L	Υ	S	I	S	М	T
U	В	R	L	Ε	S	Α	Р	Τ	R	R	0	Τ	С	Α	Р	М	F	0	Α	1
W	0	R	Κ	S	Α	М	Р	L	Ε	T	R	C	T	0	W	T	R	В	Ν	L
0	Q	L	Α	I	R	Ε	S	-	В	T	Ν	ı	0	Р	R	Ε	U	Н	Α	Ζ
C	U	Р	Ν	L	٧	R	F	J	Ε	G	Α	W	R	D	Α	М	М	Q	L	0
Τ	R	Р	Р	Ε	R	Ν	Р	1	Τ	Α	D	ı	L	Α	٧	R	Ε	K	Υ	В
Р	Α	S	Р	W	Ν	Ε	Τ	S	Τ	Α	Ν	D	L	Р	В	Н	T	R	S	Υ
I	Z	S	1	S	Υ	L	K	Н	М	S	K	0	Z	Ε	Κ	G	S	U	I	R
ς	Т	Α	N	D	Α	R	D	- 1	7	F	D	S	Γ	Ω	R	F	ς	1	S	Т

reliability adverse impact
utility point biserial
merit item analysis
stem job analysis
task pass point
key distractor

SATP (Selection Analyst Training Program) BLHR (Bottom Line Hiring Report) SME (Subject Matter Expert) standardized scores validation report work sample

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- A free Getting Technical with TV&C...binder stocked with every issue in this TV&C publication series
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Entries must be received by July 27, 2001. Drawing will be held the week of July 30, 2001.

Send your completed entry to:

California Sate Personnel Board Test Validation & Construction Unit Testing Essentials Crossword Puzzle 801 Capitol Mall, ms-37 Sacramento, CA 95814

Be sure to complete and submit the followin	g information with your entry:	
	Phone Number:	
Department:		
Department Address:		